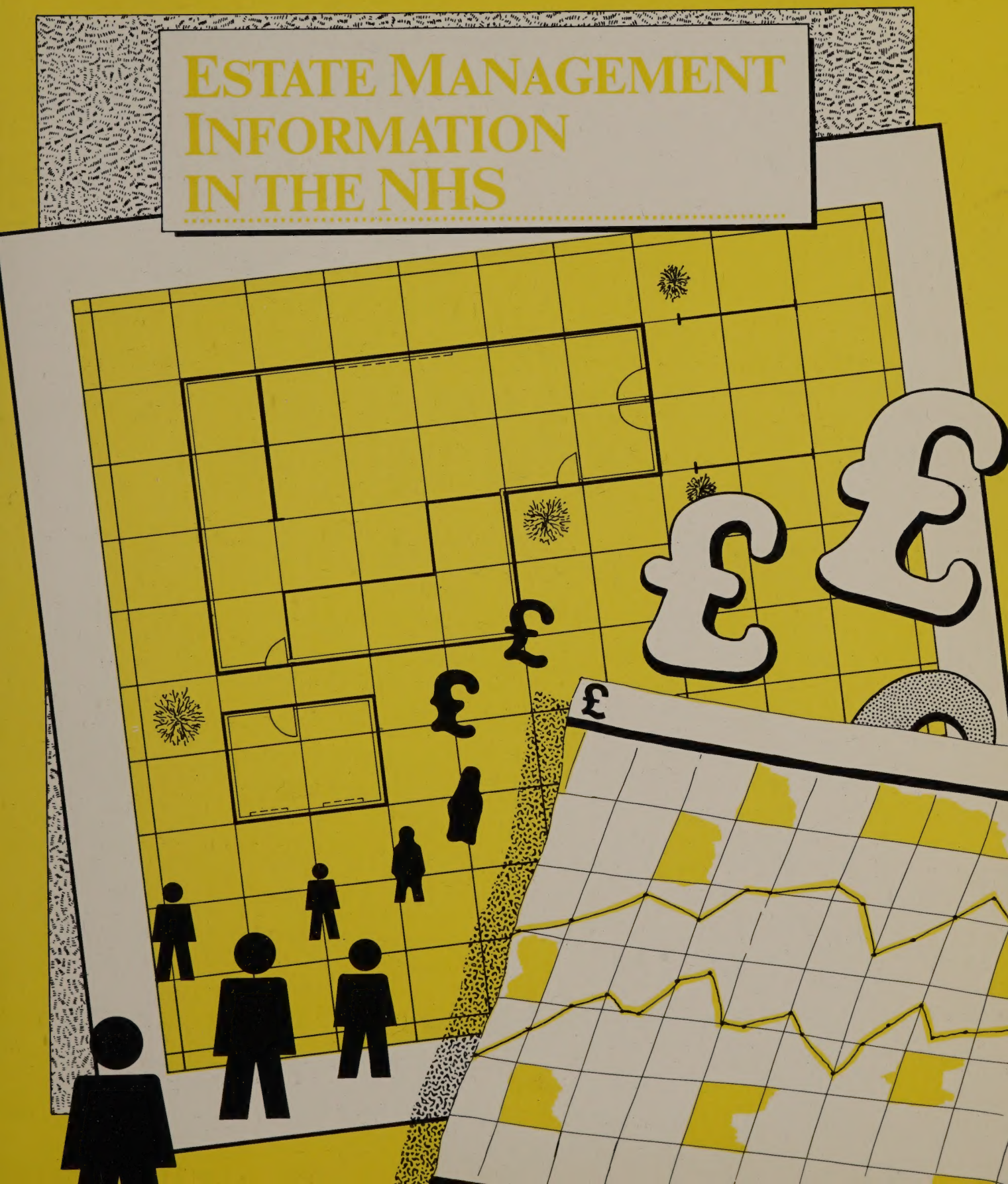
MC0329

DEPARTMENT OF HEALTH

ESTATECODE

ESTATE MANAGEMENT INFORMATION IN THE NHS



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DEPARTMENT OF HEALTH

Advisory Group on Estate Management

Part of
ESTATECODE
Level 2

ESTATE MANAGEMENT INFORMATION IN THE NHS

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This Guidance is issued by the Advisory Group on Estate Management. Any enquiries on it should be made to the AGEM Secretariat, Estate and Property Management Directorate, Euston Tower, 286 Euston Road, London NW1 3DN

MAY - 1989

Preface

This Estatecode document is based on a report which presented the conclusions of the Advisory Group on Estate Management (AGEM) on the estate information required by Health Authorities (HAs). Although not part of the series prepared by the Steering Group on Health Services Information (the Körner reports) the report subscribed to the principles established by that body and carries the same authority. The information proposed will aid all those concerned with the management of the estate and its capital assets.

In detailing the minimum data set AGEM have made reference to Estate Terriers and have assumed in preparing their report that basic graphical information such as Terriers and building drawings, including floor plans, already exist in each HA. The availability of such material is vital for management, and the estate rationalisation process, and much of the other data (ie minimum data set) has more relevance when applied to internal layout drawings. In particular AGEM have emphasised these requirements in relation to areas that are susceptible to change and where there are re-use possibilities.

Some details concerning the requirements for the Central Returns have changed since the AGEM report. Current requirements appear in the document "Statement of Central Requirements for Information on Estate Management", issued by the Department's Information Management Group in January 1989.

1. *Introduction*

1.1 General Approach

1.1.1 The introduction of General Management into the NHS has led to a greater appreciation of the interactive role of the three key NHS resources — manpower, finance and the estate. The Steering Group on Health Services Information (SGHSI) has published a series of Reports on the management information required by various functions. This document supplements those publications and is concerned with the information needs of estate management. An effective estate information system, integrated with the other systems, is a fundamental need if the estate is to make a full contribution to an effective health service.

1.1.2 The principles adopted in identifying estate management information are similar to those described in Chapters 1 and 2 of the SGHSI First Report. The general principles are:

- The information to be collected routinely should be available at reasonable cost and should represent the minimum information which is consistent with an HA's management needs.

- The information required by the Management Board will normally be derived from that required for an HA's own purposes.

- The information collected, reported and used for management decisions should be current, valid and consistent with that used by other disciplines.

- Data should be generated as a by-product of operational procedures and be relevant to the management process.

1.1.3 This document recommends the minimum information which will be required by HAs to fulfil their estate management responsibilities. Key information for regional or national use will largely be derived from the minimum data set.

1.2 The Estate Management Function

1.2.1 The prime objectives of NHS estate management are to provide buildings which are efficient and which effectively support the patient service, and to achieve the maximum benefit from the estate as a resource. Therefore, estate management is not a function which can or should exist in isolation; it affects, and is affected by the other activities of the NHS. So, while an efficient estate is an important objective it should derive from a proper

balance of all the resources available to the NHS. The requirements set out in this document reflect this aim.

1.2.2 Circular HC(86)13 advised HAs of their estate management obligations. These were to:

- facilitate long term improvements in the efficiency and economy of the estate to ensure effective delivery of healthcare
- bring the estate up to, and sustain it at, a condition appropriate to its task
- ensure that only land and buildings required for today's health services and those foreseen in the Strategic Plan are held.

1.2.3 In fulfilling their estate obligations HAs may divide the overall function between property, estate and design. Similarly, the Estate Manager may not be responsible for the operational aspects of all capital assets, e.g. electro-medical equipment may be maintained by medical physics staff. It is for each HA to define its structure; however, for the purposes of this document, estate management is taken to embrace all aspects of the management of the NHS estate and its capital assets, which comprise the stock of land, buildings, plant, equipment, vehicles and other allied services.

1.2.4 The estate management function has three related activities:

- Strategic estate planning which is integral with service planning and includes the acquisition and disposal of property
- The management of the estate and its assets
- The planning, design and provision of new or upgraded buildings, plant, services and equipment.

1.3 **Identification of the Minimum Data Set**

1.3.1 This document is based on the findings of a number of specialist sub-committees set up to develop a comprehensive information system embracing all the aspects of estate management.

1.3.2 Particular attention was given to:

- the currency of data (i.e. how valid a particular data value is over time)
- the ease of data collection
- the cost of data collection
- the use of data by Estate Managers, by others at the HA and the need for it outside the HA
- the availability of data elsewhere
- the validity of the data at the time of collection.

1.3.3 In this document only data items which are essential for the HA to manage its estate have been included. In general the data will be both easy and cheap to collect as most items will derive from the HA's operational activities. For the most part the data is objective, although some items are based on professional judgement. In this latter case, where specific definitions are required, the definitions in Appendix 2 should be adhered to for national consistency.

1.3.4 Managers should not be constrained to the minimum data set. Their day-to-day maintenance and operational requirements, by way of local management structures, practical considerations or individual styles, may demand a wider information base. This document does not seek to restrict managers in the collection of additional information, but rather defines a consistent minimum.

1.3.5 The information contained within the minimum data set should, with the appropriate analysis, be sufficient to plan and manage the estate so that it is capable of sustaining a maximum delivery of healthcare. In particular information is required to:

- monitor the effectiveness of expended resources
- rationalise the estate to meet both current and future needs identified in the Strategic Plan
- carry out meaningful option appraisals and prepare budgets
- plan the control of the capital programme and replacements and upgradings embodied in the Estate Control Plan, and identify priorities
- identify the cost of the estate management function.

2. *The Minimum Data Set*

2.1. **Basis**

2.1.1 The SGHSI Sixth Report (on financial information) confirmed a continuing need for Departmental and speciality costing analyses and AGEM wish to underline this need. Estate information should be assembled to support this and the requirements of other users.

2.1.2 There is a wide difference as regards the needs, provision and cost of the estate across the various categories of healthcare. Therefore, it is considered essential that the estate information should be collected so that key factors such as costs can be apportioned to the various functional groups. This will allow informed consideration of the existing distribution of the estate resource among functional (care) groups when allocating future resources.

2.1.3 The collection of information by functional groups will assist HAs to match the estate to the needs defined by the service plan. It will enable Regional Health Authorities (RHAs) to assess the estate held by their Districts and identify any overall deficiencies which might lead to a reduced service provision. In turn, Ministers and the Management Board may review, in strategic terms, the adequacy of the amount and quality of the estate input to the functional categories in each RHA.

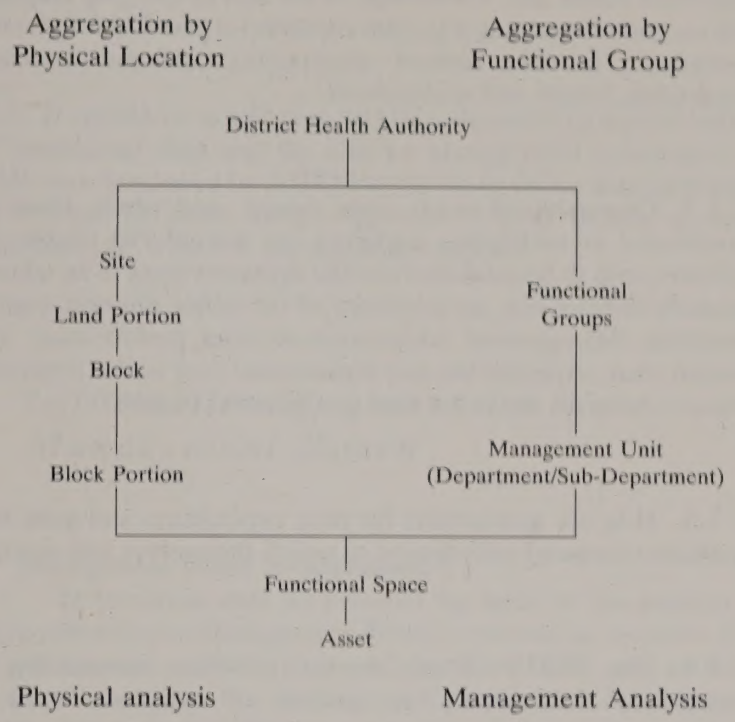
2.2 **Minimum Data**

2.2.1 Appendix 1 presents the data items which, for presentational purposes, have headings assigned. These headings, order of items and groupings should not be construed as having any significance in management terms or as specifically defining methods of collection or presentation.

2.2.2 A knowledge of all property managed by an HA, whether owned or leased, is required if the HA is to exercise stewardship on behalf of the Secretary of State. The site location, ownership and other data should uniquely define the boundaries of the property and should include details on easements, wayleaves, tenancies, covenants, town planning restrictions and statutory obligations. The document "Property Transactions in the NHS" requires HAs to hold Estate Terriers for each site.

2.2.3 AGEM consider it essential that data is collected in such a manner that the information is capable of being aggregated in two

ways. The following diagram depicts the proposed data structure for a District Health Authority (DHA).



This data structure allows information to be reported in a format consistent both with the resource management initiatives (Functional Group within the DHA) and in a manner which reflects the physical aspects of the estate (Site within the DHA).

2.2.4 To complete the overall definition of the property for which the HA is responsible, the total area of the land held, its use, and present and potential value should be recorded. Additionally, the key physical characteristics of each building should be stated.

2.2.5 The following property characteristics have been identified as the most important in terms of both function and cost (they are the factors which need close attention when the rationalisation and development of the estate are under consideration):

- functional suitability
- degree of space utilisation
- physical condition
- energy usage
- compliance with safety and statutory requirements.

2.2.6 It may not be necessary for the estate and its assets to be kept in a perfect condition but they should be in a reasonable condition consistent with their function, degree of use and expected future use. Knowledge of the cost of bringing the estate up to, and maintaining it in, that condition is essential for planning purposes. In this context maintaining includes associated upgrading, repair and replacement.

2.2.7 Ownership of assets costs money, and where assets are underused or ineffective resources are wasted. To enable cost effectiveness to be measured and the necessary steps to be taken to remedy deficiencies, an inventory of the major physical assets is required. Management information on asset performance, utilisation, cost, expected life and replacement cost is also required if future resources are to be used in a planned fashion.

2.2.8 HAs are accountable for their expenditure and must have sufficient financial information to satisfy themselves and auditors.

2.2.9 The SGHSI Third Report provides information on manpower. Additionally, an analysis of manpower used for various activities is thought necessary and an analysis of staff time spent on capital and revenue funded activities should be available. This is particularly important in view of the increased size of capital schemes delegated to DHAs by RHAs.

2.2.10 The overall requirements for financial information are contained in the SGHSI Sixth Report, but to support the particular needs of Estate Managers it is recommended that the information should continue to be collected under the four headings specified in Appendix 1F.

2.2.11 The costs of energy and utilities are also covered in the Sixth Report and no alteration is proposed.

2.3 **Operational Information**

2.3.1 As noted in 1.3.4 above, more extensive information may be required for maintenance and operational activities but this is not within the scope of this document.

2.3.2 HAs will be aware that they have statutory and safety responsibilites at the operational level. For instance, regulations forming part of the Health and Safety at Work Act 1974 are very specific about the testing of lifts and pressure vessels and the

holding of appropriate certificates. The District Management will need to assure themselves that their obligations are being fulfilled, but this type of information need not form part of the minimum data set.

2.3.3 It should be noted that WIMS is designed to handle both the operational data and the District Management information. WIMS was developed by AGEM as an aid to estate management and is used by many HAs. Appendix 4 gives details of the relationship of WIMS to the minimum data set.

3. *Information Required by the Management Board*

3.1 **Management Board Requirements**

3.1.1 The minimum data set provides the basis for the information required by the Management Board to provide an overview of the effectiveness of NHS estate management. This part of the document identifies the strategic information needed at the Centre. Appendix 3 shows those data items.

3.2 **Existing Routine Returns**

3.2.1 Procedures are already in place for the collection of some estate information for use by the Management Board. These procedures may need amendment to accommodate the recommendations contained in this document.

3.2.2 HAs were asked in HC(85)26 to follow the procedures set out in CAPRICODE for all major capital projects. These procedures contain the routine reporting of project progress to the Centre. No changes are proposed and Appendix 3 includes the data concerned. Full details and definitions are contained in the Health Building Procedures of CAPRICODE.

3.2.3 The Management Board information for section E of Appendix 3 can be abstracted from existing manpower returns to the Centre.

3.2.4 The Manual for Accounts has been extensively revised in the light of the Reports prepared by SGHSI. The present annual returns to the Centre are defined in the Manual and cover the Management Board's general requirements for information.

There are, currently, returns for each hospital site. In future the costs should be collected by functional groups.

3.3 **New Routine Returns**

3.3.1 Property transactions will now be reported annually. This replaces the specific request for information sent to HAs each year. Effectively there is no change in the quantity or content of the proposed reported information.

3.3.2 The information on the estate stock (land and buildings) is available from Estate Terriers and cost returns. The currency and validity of the information vary depending on the source. It is proposed that the information should be formally returned on an annual basis. HAs will be responsible for ensuring that the information is valid at the time of collection.

4. *Implementation*

4.1 The NHS Management Board have accepted the AGEM report and, in Executive Letter EL(88)MB24 dated 9 February 1988, General Managers were informed that the estate minimum data set and central returns were to be implemented from 1 April 1988.

Appendix 1

The Minimum Data Set for Districts

References in [ ] are to definitions in Appendix 2. Units of measurement are given in ( ). Those data items marked * are recorded in the Estate Terrier.

1A **Site Location and Ownership**

1A.1

National Site Code
* Location of Site
* Site Boundaries — Location
— Ownership
* Main Use
* Description of land and buildings
* Tenure — Easements, Rights and Licences
* — Occupier details
— trainees
— staff — short term lets
— long term lets
— non staff
* — Area Occupied
* — Terms of Occupations
* — Licence Fee
* — Date Occupation — began
— ceased
* — Licence Fee Review Date
* Local Authority
* County
* District Valuer
\+ Value of land for current use
\+ Value of land for alternative permitted use
* Rating Assessment
\+ Rental Value for current use
\+ Rental Value for alternative permitted use
Crown Contribution in lieu of rates

(+ *land is taken to include the buildings on that land*)

1A.2

Site Area (hectares)
Soft Area (sq m)
Hard Area (sq m)
Surplus Site Area (hectares)

1B **Building Information**

1B.1 Building Information collected by Block

Block Construction Type [2A]
Date Built
Estimated Remaining Life
Replacement Cost [2B]
Number of Storeys
Physical Condition [2C]
Cost to repair physical defects [2C]
Cost to upgrade Physical Condition [2C]

1B.2 **Building Information collected by Functional Space**

Management Unit
Number of Functional Units
Area (sq m)
Heated Volume (cu m)
Functional Suitability [2C]
Cost to upgrade Functional Suitability [2C]
Space Utilisation [2C]
Compliance with Safety and Statutory Requirements [2C]
Cost to upgrade Safety and Statutory Standard [2C]
Energy Usage Performance [2C]
Cost to improve Energy Usage Performance [2C]

1C **Capital Asset Ownership other than buildings and land**

Identification of Asset [2D]
Owning or Managing Department
Physical location of Asset
Date Purchased
Cost New
Cost to replace
Cost of Maintenance
Cost of Operation
Remaining Life
Utilisation
Reliability statistics [2F]
Cumulative — running time
— number of failures
— time to repair
— downtime
Property Overhead [2E]
Collected at Building or Site level

1D **Contract, Contractors, Consultants and other suppliers of services**

Name of the Contractor
Restrictions as to use

Type of Contractor
Name of Consultant
Restrictions as to use
Type of Consultant
Contract Name
Contract Date
Contractor
Tender Sum
Completion Date
Variation Orders
Contract Sum
Amount paid to date
Contractor History

1E **Manpower [2G]**

Number of staff engaged on capital work including design (WTE)
- — Works Professional
- — supervisors
- — craftsmen

Number of staff engaged on revenue work (WTE)
- — Works Professional
- — supervisors
- — craftsmen

Number of Administrative & Clerical staff employed on estate management activities (WTE)

1F **Finance and Budgetary Control**

Overall Cost (£1000/sq m)
Total Cost of planned maintenance
- — Engineering — in house
  - — contract
  - — materials
- — Building — in house
  - — contract
  - — materials
- — External works — in house
  - — contract
  - — materials

Total Cost of un-planned maintenance
- — Engineering — in house
  - — contract
  - — materials
- — Building — in house
  - — contract
  - — materials
- — External works — in house
  - — contract
  - — materials

Total Cost of planned non-annual maintenance
- Engineering — in house
  - contract
  - materials
- Building — in house
  - contract
  - materials
- External works — in house
  - contract
  - materials

Total Cost of upgrading and capital works
- Engineering — in house
  - contract
  - materials
- Building — in house
  - contract
  - materials
- External works — in house
  - contract
  - materials

1G **Energy and Utilities**

Energy Used — electricity (GJ)
- gas (GJ)
- oil (GJ)
- coal (GJ)

Cost of energy used — electricity
- gas
- oil
- coal

Water consumption

Cost of water consumption

Sewage and environmental charges

Definitions

2A **Building Construction Type**

The buildings should be classified as follows:

Traditional construction, bricks and mortar, pitched roof
Traditional construction, bricks and mortar, flat roof
Timber framed construction and hutted buildings
Structural framed buildings with external cladding, non-nucleus, system and semi-system methods
Nucleus based
Other (Specify)

2B **Replacement Cost**

The replacement cost should be based on the CAPRICODE cost allowances for the provision of the same number of functional units. An average allowance for on-costs or abnormals should be added and sums for fees and equipment costs should be included.

2C **Property Appraisal Survey**

The property appraisal survey consists of five elements — physical condition, functional suitability, space utilisation, compliance with safety and statutory requirements and energy usage. Details of the surveys including definitions of appraisal categories have been published in ESTATECODE.

2D **Capital Asset**

The definition of a Capital Asset has evolved from the joint study by Financial Directors and Estate Managers into asset accounting techniques. The intention is that only one asset register or inventory should be held by an HA and that it should be structured to meet all management information requirements.

An asset is a physical entity which is durable, i.e. will be owned, used and/or managed by a management unit for more than one year. In addition it will fall into one of the following categories:

i a single item with a replacement cost of £1,000 or more

ii a system which serves one management unit uith a replacement cost of £1,000 or more

iii a single item or system which is of prime importance, either directly or indirectly, to the provision of healthcare

iv a single item or system with safety or statutory obligations.

2E **Property Overhead**
This is the aggregated annual cost of the following expressed as £/sq m:

heating
lighting
ventilation
maintenance
cleaning
Crown Contribution in lieu of rates
security
rent
other centrally provided services

2F **Reliability Statistics**
Reliability statistics should be kept for assets which fall into either definition iii or iv of an asset in 2D above. The statistics are calculated from the base data defined in 1C as follows:

Failure Rate = number of failures/running time

Mean Fractional Dead Time = down time/(hours run + down time)

Mean time between failures = hours run/number of failures

Mean time to repair = repair time/number of failures

2G **Manpower**
The SGHSI Third Report defines Works Professional, Administrative and Clerical, and Maintenance (Building and Engineering) staff groups. In this report Maintenance Staff group has been subdivided into:

Supervisors: chargehands, foremen and planner estimators

Craftsmen: skilled, semi-skilled and unskilled

2H **Functional Groups (Care Categories)**

Acute and general hospital inpatients
Hospital Maternity Services
Paediatric Services
Mental Illness
Mental Handicap
Hospital day and outpatients
Community Services
Ambulance Services
Residential
Other

Appendix 3

Information to be Reported to the Centre

3A1 **Property Transactions (except disposals of residential accommodation to sitting tenants)**

For each property transaction the HA will annually report:

Authority Name
National Site Code (or local code/address)
Use of Site
Transaction Type
Area of land (hectares)
Area of buildings (sq. m.)
Value of Transaction

3A2 **Residential Property Transactions**
Reported annually as a District aggregate:

Total number of staff residential units acquired and their cost
Total number of staff residential units disposed of, total proceeds and total discount allowed

3B **Anticipated annual property disposals for the next three years:**

Area (hectares)
Value

3C **Estate Stock — Land and Buildings**
Reported annually:

Authority Name
District Code
Land Area (hectares)
Surplus land Area (hectares)
Value of land and buildings for present use
Open Market Value of land and buildings for alternative permitted use
Replacement Cost of buildings, services and equipment
Property Overhead (£1,000/sq m)
Building Area (sq m)
Overall Physical Condition

Cost to upgrade Physical Condition to B
Overall Functional Suitability
Overall Space Utilisation
Overall compliance with Safety and Statutory Requirements
Overall Energy Usage Performance
Cost to improve Energy Usage to B

3D **Capital Projects**
Reports as required by CAPRICODE and returned routinely under established CONCISE arrangement

3D.1 Returned at the commencement of a project or scheme, and at the end of each stage:

Authority Name
District Code
Scheme Name

3D.1.1 Returned for each CAPRICODE stage:

Programmed Dates — target
— actual
Works Cost
Index
Percentage on Costs

3D.1.2 Returned for each Consultant engaged:

Discipline or profession
Name
Fee as a percentage of — budget
— tender
— final cost
Method of engagement

3D.1.3 Returned for each Contractor employed:

Name
Type of Contract
Prime Cost
Unadjusted Tender
Adjusted Tender

3D.1.4 Returned for each Project or Scheme:

Type of Accommodation
Functional Content
Class of Work

Type of Construction
Source of Funding
Dates of Certificates of Readiness to Proceed
Tender Date
Tender Base Date
QSSD Index of Tender
Contract Dates — start
— complete
Form of Contract
Price Structure
Contract Sums — Approved Tender Sum
— Direct Contracts and Enabling Works
— Fees
— Equipment
— Total

3D.2 Information to be returned Quarterly for each Project or Scheme:

Authority Name
District Code
Scheme Name
Original Completion Date
Extended Completion Date
Practical Completion Date
Outstanding claims for Extensions

3D.2.1 For each variation:

Originator of Variation
Approved Variation Sum
Anticipated Variation Sum

3D.2.2 Contract Costs:

Approved Tender Sum
Approved Adjustment for Variations
Approved Adjustment for Claims
Anticipated Variations
Outstanding Claims
Contingency Sums
Total Commitment
Current Total Approved Sum
Total Contingency Sum
Total Value of Direct Contracts

3D.2.3 Quarterly Report:

Expenditure
Certificate Number

Valuation Dates
Cumulative Value — Contract Works — total
— engineering
— variations
— fluctuations
— estimated variations
Progress Report

3E **Manpower**
Reported annually:

Authority Name
District Code
Number of staff (WTE)
— Works Professional
— Administrative and Clerical
— Maintenance (Building and Engineering)

3F **Finance and Budgetary Control**
Reported annually:

Authority Name
District Code
Total Cost of upgrading and capital works
— engineering — in house
— contract
— materials
— building — in house
— contract
— materials
— external works — in house
— contract
— materials
All other estate expenditure
— engineering — in house
— contract
— materials
— building — in house
— contract
— materials
— external works — in house
— contract
— materials

3G **Energy and Utilities**
Returned annually for each site:

Authority Name
Site Name
National Site Code

Energy used — electricity (GJ)
— gas (GJ)
— oil (GJ)
— coal (GJ)
Cost of energy — electricity
— gas
— oil
— coal
Water consumption (1000 litres)
Cost of water consumed
Sewage charges
Environmental charges
Heated Volume (cu m)

Definitions

Minimum District Data Set and Central Returns Explanatory Notes and Guide to Relevant Data in the Works Information and Management System (WIMS)

Minimum Data Set — Site Location and Ownership
This part of the data set is that which AGEM suggest is the minimum required to maintain a District Property Register and to manage a District's residential properties.

National Site Code	— The nationally agreed NI Code which exists for most "hospitals". Sites other than hospitals are usually given a locally issued identifier which should use the same convention as the national code, i.e. the first three characters of the code should define the Region and District.
	This code may be used as a site identifier in the WIMS1 Property Management, Residential Properties and Property Appraisal Modules and the WIMS2 Property and Land Application. It may be used as a property and land reference held on each asset record in the WIMS2 Asset Operational Application.
Location of Site	— The site address.
	Address fields for this data are available in the WIMS1 Property Management Module and WIMS2 Property and Land Application.

Site Boundaries — Location	— This data can only be shown easily as a graphics display, so will normally only appear on a Terrier.
— Ownership	"Ownership" of a boundary means the responsibility for upkeep.
Main Use	— A text description of the main use of a site. For "hospitals" this may be defined by the last two characters of the NI Code eg 01 Acute 02 Partly Acute, etc In the WIMS1 Property Management Module the last two characters of the NI Code are entered separately (as "Type of Establishment" code) from the leading five characters and are separately searchable in a "Schedule of Properties" report. However, the code meanings are not defined within the software. In the WIMS2 Property and Land Application the last two characters are set up in a codes file and are validated automatically when an NI Code is entered.
Description of land and buildings	A broad text description of the land and buildings. In both WIMS1 and 2 information on land and buildings is held separately within the hierarchical structure of the data. Additional facilities are provided to hold details on specific topics, e.g. Tenure, Rights and Restrictions etc, so reducing the requirement for an overall-description or text field. In the WIMS1 Property Management Module an "Any other details" text facility is provided for each building and the WIMS2 Property and Land Application has text "Other Details" facilities as part of the Site and Building records.

Tenure

- Easements, Rights and Licences
- Occupier details
- trainees
- staff — short term lets
  - long term lets
  - non staff
- Area Occupied
- Terms of Occupations
- Licence Fee
- Date Occupation — began
  - ceased
- Licence Fee Review Date

These requirements may be split into data on rights and restrictions affecting a site (A. below) and additional data on "residential" sites (B. below):

A. Sites — Rights and Restrictions

Easement, Right or Licence Description

Right or licence holder Name and Address

Summary of licence, terms and conditions (text)

In the WIMS1 Property Management Module and the WIMS2 Property and Land Application individual text facilities are provided to hold data on various rights and restrictions including easements.

The WIMS1 Property Management Module "Site Tenure" function can be used to hold this data and has 3 free-text facilities.

Rent or Fee Due)
Commencement Date)
Cessation Date)
Review Date)

B. Residential Sites

Residential Unit Description
Residential Unit may be defined as individual tenancy or "bed". A description might be:

"Room 14, St Hilda's Nurses Home" or, "Bedroom 2, 47 Park Rd"

Occupier Type, i.e. Trainee, Other Staff, Non-staff

Occupation Type, i.e. Long term or short term let

Rent Due

Date Occupied

Date Left

Rent Review Date

The WIMS2 Property and Land Application has facilities for this information in the "occupancy Detail" using some of the free-text facilities. In WIMS1 the Residential Properties Module is specifically designed to hold this data.

Local Authority County District Valuer	The local, county authority and District Valuer Names and Addresses
	This data may be held in the Relevant Authority sections of the WIMS1 Property Management Module and WIMS2 Property and Land Application.
Value of land for current use Value of land for alternative permitted use Rating Assessment	These items may be held in the "Site Summary" section of the WIMS1 Property Management Module and against land portion in the WIMS2 Property and Land Application.
Rental Value for current use Rental Value for alternative permitted use Crown Contribution in lieu of rates	No specific fields are provided for these data items in WIMS1 but fields exist against land portion in the WIMS2 Property and Land Application.
Site Area — Soft Area — Hard Area — Surplus Site Area —	

Totals of Site, soft, hard and surplus areas are held in the "Site Summary" section of the WIMS1 Property Management Module (surplus area as Disposable Land %) and against land portion in

the WIMS2 Property and Land Application. If it is required to apportion items to Functional Groups (Care Categories), i.e. General and Acute, Maternity, Geriatric, Mental Illness, Mental Handicap, Community and Prevention, Ambulance services, Residential and Other, the apportionment will probably be based on floor area figures and the functional space data.

Neither WIMS1 or WIMS2 currently produces a standard report apportioning these areas by Functional Group; however, the respective floor areas of various departments (each of which is linked to a specific Functional Group/Care Category) may be obtained from reports available in the WIMS1 Property Appraisal Module and the WIMS2 Property and Land Application. Summing the floor areas for the Departments in each Functional Group provides data to enable the required apportionment ratios to be calculated.

Minimum Data Set — Building Information

This part of the data set is that which AGEM suggest is the minimum required to detail building appraisal and type information and functional data on buildings. This functional data (by Functional space) provides a basis for any required Functional Group apportionments. The building information listed below is required to be collected by "Block" and "Functional Space". In the WIMS1 Property Appraisal Module these relate to Blocks and Block/Portions and all the data items listed below may be held apart from Block Type (i.e. Construction Type) which may be held against Site in the WIMS1 Property Management Module and Replacement Cost which is not held directly but may be calculated from the number of Functional Units given other (Cost Allowance) data.

All the following data may be held in the WIMS2 Property and Land Application against Block/Block Portion and/or Functional Space.

Block (Construction) Type
Date Built
Estimated Remaining Life
Replacement Cost
Number of Storeys
Physical Condition Category
Cost to repair physical defects
Cost to upgrade Physical Condition

Building information by Functional Space, i.e. a space within a building used for one function and under a single Department. The purpose of the Functional Space basis is to allow estate data to be aggregated either for administrative (Functional Space — Building — Site — District) or healthcare (Functional Space — Management Unit/Department — Functional Group) purposes.

Management Unit
Number of Functional Units (i.e. number and type)
Area
Heated Volume
Functional Suitability Category
Cost to upgrade Functional Suitability
Space Utilisation Category
Compliance with Safety and Statutory Requirements
Cost to upgrade Safety and Statutory Standard
Energy Usage Performance Category
Cost to improve Energy Usage Performance

In the WIMS1 Property Appraisal Module this data may be held against a Block/Portion and in the WIMS2 Property and Land Application against a Functional Space. Both these facilities have Management Unit and hence associated Functional Group data items, although no specific reports on this basis are provided.

Minimum Data Set — Asset Ownership other than buildings and land

This part of the data set is that which AGEM suggest is the minimum required to maintain a District Asset Register and major-item inventory. The use of this data includes the analysis of the asset holdings of specific Management Units (Departments) and the development of asset replacement policies. The recording of details of work done on assets provides a basis for the allocation of maintenance costs to locations or functions.

A detailed asset definition has been derived for asset accounting purposes. This may be summarised as being any asset which has safety or statutory implications and/or is costly to purchase or maintain.

Owning or Managing Department Physical location of Asset Date Purchased Cost New Cost to replace	—	These items may be held in the WIMS1 Asset Management Module and the WIMS2 Asset Operational Application
Cost of Maintenance	—	A per annum figure which may be obtained from the Asset/Job history of the WIMS1 Asset Management Module and the WIMS2 Asset Operational Application.

Cost of Operation	— A per annum figure summing the costs of utility usage, consumables, non-maintenance staff time etc. No facilities are provided for holding this data in WIMS.
Remaining Life	— This item may be held in the WIMS1 Asset Management Module and the WIMS2 Asset Operational Application in the form of "Estimated Replacement Date".
Utilisation Category	— This item may be held in the WIMS2 Asset Operational Application but no specific facility is available in WIMS1.
Reliability statistics Cumulative — running time — number of failures — time to repair — downtime	— These items may be held in the WIMS1 Asset Management Module and the WIMS2 Asset Operational Application.

Property Overhead
This is the aggregated annual cost, probably collected at building or site level, of the following expressed as £/sq m:

heating
lighting
ventilation
maintenance
cleaning
Crown Contribution in lieu of rates
security
rent
other centrally provided services

The respective floor areas of various departments may be obtained from reports available in the WIMS1 Property Appraisal module and the WIMS2 Property and Land Application. Summing the floor areas for the Departments provides data to enable the required apportionment of the various overhead components. Data concerning the values of the various components may be held in the following areas of WIMS (see next page):

Heating Lighting Ventilation	}	WIMS1 Energy and Budget Monitoring Modules or WIMS2 Financial Control Application (providing suitable cost or budget centres have been created).
Maintenance	—	WIMS1 Asset Module, WIMS2 Asset Application
Cleaning	—	No specific facilities in WIMS
Crown Contribution in lieu of rates	—	WIMS1 Property Management Module (Rating Assessment only) and WIMS2 Property and Land Application.
Security	—	No specific facilities in WIMS
Rent	—	WIMS1 Property Management Module and WIMS2 Property and Land Application.
Other centrally provided services	—	No specific facilities in WIMS

Minimum Data Set — Contract, Contractors, Consultants and other Suppliers of services

Name of the Contractor Restrictions as to use Type of Contractor	}	These items may be summarised as: Suppliers Name and Address Supplier Type
Name of Consultant Restrictions as to use Type of Consultant	}	Supplier approved categories of use These items may be held in the Approved Contractors section of the WIMS1 Contract Control Module. Also, broad data on type of supplier may be held in the WIMS1 and WIMS2 Name and Address facilities.
Contract Name Contract Date Contractor Tender Sum	—	Accepted tender sum
Completion Date Variation Orders	—	Reasons for variations and amounts
Contract Sum Amount paid to date	—	Committed contract sum

All the above data may be held in the Contract Management section of the WIMS1 Contract Control Module.

Contractor History	— This data would normally be held against a specific Supplier not a job. It may be held in the Tendering Management section of the WIMS1 Contract Control Module.

Minimum Data Set — Manpower
No facilities for holding data on estate manpower levels are provided in WIMS.

Minimum Data Set — Finance and Budgetary Control
Overall Cost (£1000/sq m) of:

— A per annum figure for all the following data may be obtained from the Asset/Job history of the WIMS1 Asset Management Module and the WIMS2 Asset Operational Application, each of which has search facilities allowing range of date, Estmancode job type, DEL/ Contract work and parts/ materials cost searches.

Total Cost of planned maintenance — Estmancode Category A
- Engineering — in house
  - — contract
  - — materials
- Building — in house
  - — contract
  - — materials
- External works — in house
  - — contract
  - — materials

Total Cost of un-planned maintenance — Estmancode Category B
- Engineering — in house
  - — contract
  - — materials
- Building — in house
  - — contract
  - — materials
- External works — in house
  - — contract
  - — materials

Total Cost of planned non-annual maintenance — Estmancode Category C

- Engineering — in house
  - — contract
  - — materials
- Building — in house
  - — contract
  - — materials
- External works — in house
  - — contract
  - — materials

Total Cost of upgrading and capital works — Estmancode Category D

- Engineering — in house
  - — contract
  - — materials
- Building — in house
  - — contract
  - — materials
- External works — in house
  - — contract
  - — materials

Minimum Data Set — Energy and Utilities

Energy used — electricity
— gas
— oil
— coal

Cost of energy used
— electricity
— gas
— oil
— coal

Water consumption
Cost of water consumption
Sewage and environmental charges

Energy usage figures by block or site may be held in the WIMS1 Energy Monitoring Module and energy cost data in the WIMS1 Budget Monitoring Module (providing suitable cost or budget centres have been created).
Energy cost data may also be held in the WIMS2 Financial Control Application.

Central Returns

Some details concerning the requirements for the Central Returns have changed since the AGEM report. Current requirements appear in the document "Statement of Central Requirements for Information on Estate Management".

Central Returns — Property Transactions (not sales to sitting tenants of residential property)

Authority Name
National Site Code (or local code/address)
Use of Site
Transaction Type
Area of land
Area of Buildings
Value of Transaction

These transactions may be tracked via the WIMS1 Budget Monitoring Module and the WIMS2 Financial Control Application (providing suitable cost or budget centres have been set up).
NB Transaction Type is one of Acquisition/Disposal

Central Returns — Residential Property Transactions (Sales to sitting tenants of residential property)

Reported annually as a District aggregate:

Total number of residential units disposed of
Total proceeds from the disposals
Total discount allowed on the disposals
Total number of residential units acquired
Total cost of acquired residential units

This data may be aggregated from the minimum data set.

Central Returns — Anticipated property disposals for the next three years

An annual report showing:

Area
Value

The items may be held in the WIMS2 Strategic Planning Application.

Central Returns Estate Stock — Land and Buildings

Reported Annually:

Authority Name
District Code
Land Area
Surplus land Area
Value of land and buildings for current use
Value of land and buildings for alternative permitted use
Replacement Cost of buildings, services and equipment

This data may be aggregated from the minimum data set.

Property Overhead
Building Area
Overall Physical Condition
Cost to upgrade Physical Condition to B
Overall Functional Suitability
Overall Space Utilisation
Overall compliance with Safety and Statutory Requirements
Overall Energy Usage Performance
Cost to improve Energy Usage to B

Central Returns — Capital Projects

Reports as required by CAPRICODE and returned routinely under established CONCISE arrangement. Items marked * may be held in the WIMS1 Contract Control Module.

Returned at the commencement of a project or scheme, and at the end of each stage:

Authority Name
District Code
Scheme Name*

Returned for each CAPRICODE stage
- Programmed dates — target
  — actual
- Works Cost
- Index
- Percentage on-costs

Returned for each Consultant engaged
- Discipline or profession*
- Name*
- Fee as a percentage of — budget
  — tender
  — final cost*
- Method of engagement*

Returned for each Contractor employed
- Name*
- Type of Contract*
- Prime Cost*
- Unadjusted Tender*
- Adjusted Tender*

Returned for each Project or Scheme

- Type of Accommodation
- Functional Content*
- Class of Work
- Type of Construction
- Source of Funding
- Dates of Certificates of Readiness to Proceed
- Tender Date*
- Tender Base Date
- QSSD Index of Tender
- Contract Dates — start*
  - complete*
- Form of Contract*
- Price Structure*
- Contract Sums — Approved Tender Sum*
  - Direct Contracts and Enabling Works*
  - Fees*
  - Equipment
  - Total

Information to be returned Quarterly for each Project or Scheme

- Authority Name
- District Code
- Scheme Name*
- Original Completion Date
- Extended Completion Date
- Practical Completion Date
- Outstanding claims for Extensions

For each variation

- Originator of Variation
- Approved Variation Sum*
- Anticipated Variation Sum

Contract Costs

- Approved Tender Sum*
- Approved Adjustment for Variations*
- Approved Adjustment for Claims*
- Anticipated Variations
- Outstanding Claims
- Contingency Sums*
- Total Commitment*
- Current Total Approved Sum*
- Total Contingency Sum*
- Total Value of Direct Contracts*

Quarterly Report

- Expenditure*
- Certificate Number*
- Valuation Dates*
- Cumulative Value — Contract Works — total*
  - engineering*
  - variations*
  - fluctuations*
  - estimated variations
- Progress Report

Central Returns — Manpower
No facilities for holding data on estate manpower levels are provided in WIMS.

Central Returns — Finance and Budgetary Control

Authority Name
District Code
Total Cost of upgrading and capital works
- engineering — in house
- engineering — contract
- engineering — materials
- building — in house
- building — contract
- building — materials
- external works — in house
- external works — contract
- external works — materials

All other estate expenditure
- engineering — in house
- engineering — contract
- engineering — materials
- building — in house
- building — contracts
- building — materials
- external works — in house
- external works — contract
- external works — materials

This data may be aggregated from the minimum data set.

Central Returns — Energy and Utilities

Authority Name
Site Name
National Site Code
Energy Used — electricity
Energy Used — gas
Energy Used — oil
Energy Used — coal
Cost of energy
Cost of energy — electricity
Cost of energy — gas
Cost of energy — oil
Cost of energy — coal
Water consumption
Cost of water consumed
Sewage charges
Environmental charges
Heated Volume

This data may be aggregated from the minimum data set.

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